

**ICAR-Central Institute of Post-Harvest Engineering & Technology,
M.H. Bye Pass Road, Abohar-152116, Ph. 01634-224024**

F.No. 4-22/2000/Estt./CIPHET/Abh./ 1020

Dated: 02.12.2021

OFFICE ORDER

In supersession of previous office order F.No. 9(61)/2015-Cdn/546 dated 18.12.2020, the competent authority has been pleased to re-constitute the following committee and assign the additional responsibilities to the officers/officials working at HCP, Division, ICAR-CIPHET, Abohar as mentioned against their names below with immediate effect till further order without any extra remuneration.

| Sr. No | Committees | Responsibilities | Name of officer/official to whom responsibility will be assigned |
|--------|--|------------------|--|
| 1. | Estate Works Monitoring Committee | Chairman: | Dr. Ramesh Kumar, Acting Head, HCP |
| | | Alt. Chairman: | Not required |
| | | Member | Dr. Rupender Kaur, SMS (Home Science) |
| | | Member | Asstt. Admn. Officer |
| | | Member Secretary | Sh. Rajesh Kumar, ACTO |
| 2. | Farm Advisory Committee | Chairman: | Dr. Ramesh Kumar, Acting Head, HCP |
| | | Alt. Chairman: | Not required |
| | | Member | Dr. Vinod Kumar, Saharan, CTO |
| | | Member | Sh. Prithvi Raj, ACTO |
| | | Member Secretary | Sh. Rajesh Kumar, ACTO |
| 3. | Library Committee | Chairman: | Sh. Mahesh Kumar Samota, Scientist |
| | | Alt Chairman: | Not required |
| | | Member | Dr. Vinod Kumar, Saharan, CTO |
| | | Member | Dr. Rupender Kaur, SMS (Home Science) |
| | | Member Secretary | Asstt. Admn. Officer |
| 4. | Local Purchase Committee (LPC) Survey the market to ascertain the reasonability of rates, quality and specifications, identify the appropriate supplier and recommend the same in accordance with the provisions of Rule No. 155 of GFR-2017. The Head of Division/PC/LCPC/Section In-Charge/PI from Where the indent has been generated will propose a committee in accordance with structure given herein. The administration will then | Chairman: | Any PS/Sr. Scientist/Scientist/CTO Proposed by Acting Head, HCP Division |
| | | Member | One scientist/technical officer or above |
| | | Member | FAO or Nominee |
| | | Member | Indenter |
| | | Member Secretary | Asstt. Admn. Officer |

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| | get the committee approved by CA for each case | | |
| 5. | Condemnation/ Auction Committee | Chairman: | Dr. Ramesh Kumar, Acting Head, HCP |
| | | Alternate Chairman: | Not required |
| | | Member | Dr. Vinod Kumar, Saharan, CTO |
| | | Member | F&AO |
| | | Member Secretary | Asstt. Admn. Officer |
| 6. | Farm Produce Rate Fixation & Dispose Off Committee | Chairman: | Dr. Vinod Kumar Saharan, CTO |
| | | Alternate Chairman: | Not required |
| | | Member | Dr. Rupender Kaur, SMS (Home Science) |
| | | Member | FAO or his representative |
| | | Member Secretary | Asstt. Admn. Officer |
| 7. | Hindi Raj Bhasha Kriyanvayan Committee | Chairman: | Dr. Ramesh Kumar, Acting Head, HCP |
| | | Member | Sh. Rajesh Kumar, ACTO |
| | | Member | Dr. Rupender Kaur, SMS (Home Science) |
| | | Member Secretary | Asstt. Admn. Officer |
| 8. | House Allotment Committee | Chairman | Dr. Ramesh Kumar, Acting Head, HCP |
| | | Alternate Chairman | Not required |
| | | Member | Sh. Rajesh Kumar, ACTO |
| | | Member | Asstt. Admn. Officer |
| | | Member Secretary | I/c Estate |

NB: The next senior most officers in the said committee will act as alternate chairman in the absence of regular Chairman of committee during his/her leave/tour.

In-charge of different section/unit

| Sr. No. | Nature of responsibility | Regular In-charge | Alternate In-charge |
|---------|---|---------------------------------------|---------------------------------------|
| 1. | AAO & DDO, ICAR-CIPHET, Abohar | Sh. Pawan Kumar, AAO | Sh. Rajesh Kumar, ACTO |
| 2. | In-Charge Guest House | Sh. Rajesh Kumar, ACTO | Sh. Pawan Kumar, AAO |
| 3. | In-Charge purchase & Stores | Dr. Rupender Kaur, SMS (Home Science) | Sh. Rajesh Kumar, ACTO |
| 4. | In-Charge, Estate including Water Treatment Plant | Sh. Rajesh Kumar, ACTO | Dr. Rupender Kaur, SMS (Home Science) |
| 5. | In-Charge, Security & Vehicle | Dr. Ramesh Kumar, Acting Head, HCP | Sh. Mahesh Kumar Samota, Scientist |
| 6. | In-Charge, Library | Dr. Rupender Kaur, SMS (Home Science) | Sh. Mahesh Kumar Samota, Scientist |
| 7. | In-Charge, Laboratories | Sh. Mahesh Kumar Samota, Scientist | Dr. Vinod Kumar Saharan, CTO |
| 8. | In-Charge, AKMU | Sh. Rajesh Kumar, ACTO | Dr. Rupender Kaur, SMS (Home Science) |
| 9. | In-Charge, Workshop | Dr. Vinod Kumar Saharan, CTO | Sh. Mahesh Kumar Samota, Scientist |
| 10. | In-Charge, Farm & Landscaping | Sh. Rajesh Kumar, ACTO | Sh. Prithvi Raj, ACTO |
| | Farm assistant | Sh. Devinder Kumar, STA | |
| 11. | In-Charge, APC | Dr. Rupender Kaur, SMS (Home Science) | Dr. Vinod Kumar Saharan, CTO |

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